

AEROSPACE EDUCATION OFFICER CHECKLIST

Handout 1

- ☐ Know the definition of aerospace.
- ☐ Know the basic aerospace subject matter that cadets study.
- ☐ Know the design and operation of the cadet aerospace education program.
- ☐ Know the directives that pertain to the cadet aerospace education program.
- ☐ Know the materials specifically designated for use in the cadet aerospace education program.
- ☐ Know the numbers of the forms and tests used in the Cadet Aerospace Education Program.
- ☐ Know the evaluation, certification, recording, and award procedures that pertain to the cadet aerospace education program.
- ☐ Talk to other, and former, AEOs and benefit from their experience.
- ☐ Read. Constant reading provides ideas for successful AE program. Television programs often feature aerospace subjects as do news programs and special reports. Often, just making people aware of what is available is a significant accomplishment.
- ☐ Form a team. No one can manage an AE program without help. Listen to the ideas of others and have them plan and participate in aerospace activities.
- ☐ Constantly seek counsel of the unit commander and AEOs of higher echelons of command for their suggestions on how to strengthen the program.
- ☐ Seek feedback from those participating in or receiving the services of your program. They are the best measure of the value of the program.
- ☐ Seek additional training for yourself and members of your staff.
- ☐ Be creative in your use of aerospace resources. Use movies, videos, guest speakers, hands-on demonstrations, bulleting boards, etc. to add interest.
- ☐ An aerospace education officer shall be designated in writing.
- ☐ Select qualified subordinates for internal and external programs.
- ☐ Get copies of the documents listed in the references and bibliography to aerospace literature.

- ❑ Carefully review reference materials to establish and plan a viable aerospace program within the unit.
- ❑ Be familiar with the principles of training. This includes hands-on experience by attending and participating in workshops, seminars and programs conducted by other individuals who are knowledgeable of aerospace education.
- ❑ Plan an internal aerospace education program for unit members. Prepare unit members to complete aerospace examinations and advance in grade.
- ❑ Work with upper-level units and USAF liaison personnel to plan an external aerospace program within the ability of the unit to support such a program.
- ❑ Monitor the progress of CAP members in aerospace related activities. These include completion of examinations, participation in orientation flights and aerospace classes, workshops and seminars.
- ❑ Keep accurate records and keep the unit commander informed of the progress of the unit.
- ❑ Keep contact with civilian counterparts who are involved in aerospace programs to help them or be helped by them in a strong external program.
- ❑ Coordinate the goals and objectives of aerospace programs with members of the commander's staff, such as activities officer, public affairs officer, and deputy commander for cadets.